

**MERIT PROMOTION PROGRAM
CIVILIAN HUMAN RESOURCES OFFICE
MARINE CORPS AIR STATION IWAKUNI, JAPAN**

Job Title: Financial Technician, GS-0503-05	Job Announcement Number: LO-005-13
Salary: \$27,431 to \$35,657 per annum	Opening Date: 02-11-2013
Agency: Facilities Department, Housing Division, Family Housing Branch, Marine Corps Air Station Iwakuni Japan	Closing Date: 02-25-2013

WHO MAY BE CONSIDERED: Current DoN employees with personal competitive status, Preference eligible Military Spouses/Family Members, Non-preference eligible Military Spouses/Family Members, Military Spouses/Family Members who are currently employed in a DOD component under a Sch A 213.3106(b)(6) appointment, and Veteran's Readjustment Act (VRA) eligibles residing in the local commuting area.

JOB SUMMARY:

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses- the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

This position is located with Facilities Department, Housing Division, Family Housing Branch, Marine Corps Air Station Iwakuni, Japan. As Financial Technician, you will perform various duties and responsibilities of technical in support of accounting, budget, and other related financial management work.

KEY REQUIREMENTS:

Must be registered for Selective Service, see Legal & Regulatory Guidance.
Suitable for Federal employment as determined by background investigation.
Selectee may be required to successfully complete a probationary period.

DUTIES:

The incumbent performs account maintenance and accounting support work requiring a basic understanding of accounting systems, policies, and procedures to examine, verify and maintain and reconcile accounts and accounting data, prepare and analyze reports. Performs examination of documents for accuracy, adequacy of documentation, compliance with regulations for goods and services provided to or by the Government, satisfaction or default in fulfilling contractual obligations, reimbursements for travel and transportation. Performs technician work in support of budget analysis and administration such as maintain ledgers, budget formulation, compiling, consolidating, checking and arranging funding data. Work requires knowledge of budget procedures related to budgeting in the Federal Service.

QUALIFICATIONS REQUIRED:

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Experience:

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-04 grade level or pay band in the Federal service or equivalent experience in the private or public sector.

Specialized experience must demonstrate the following:

- ☐ Experience in account maintenance and accounting support work.
- ☐ Experience examining documents for accuracy, adequacy of documentation, compliance with regulations for goods and services.
- ☐ Experience in budget analysis and administration.

Or

Education: four years of education above the high school level.

Additional qualification information can be found from the following Office of Personnel Management web site: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held, starting and end dates (Month/Year) and the total number of hours per week.

EDUCATION:

Are you using your education to qualify? For positions requiring positive education requirements, or if you are using education to meet all or part of the qualification requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's [General Policies](http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp) (<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>) for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying for further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

REQUIREMENTS:

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade.

Advancement to positions up to GS-5. An employee may be advanced without time restriction to positions up to GS-5 if the position to be filled is no more than two grades above the lowest grade the employee held within the preceding 52 weeks under his or her latest nontemporary appointment.

All qualifications must be met by the closing date of this announcement and clearly documented in your resume.

Selectee is required to participate in the Department of Defense direct deposit of pay program.

Physical Demands: Work is principally sedentary. No special physical demands are required.

Work Environment: Work involves normal risks and discomforts associated with and office environment.

HOW YOU WILL BE EVALUATED:

When the application process is complete, your application package will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and your supporting documentation to determine your ability to demonstrate the following knowledge, skills, and abilities/competencies:

1. Knowledge of accounting, budgeting or other financial management regulations, practices, and policies.
2. Knowledge of regulations and procedures associated with records, reporting, processing, and keeping track of budgetary transactions.
3. Ability to make and verify arithmetical computations.

BENEFITS:

Department of the Navy offers a comprehensive benefits package (<http://www.public.navy.mil/donhr/Employment/Pages/CivilianEmploymentBenefitsAndRewards.aspx>) that includes, in part, paid vacation, sick leave, holidays and a 401K-type retirement plan.

This position does not incur overseas allowances except Post Allowance. Payment of travel and transportation expenses is not authorized.

This position does not incur overseas allowances. However, applicants who are currently working as a DoD civil service employees on a transportation agreement with LQA entitlements may be granted a continuance.

OTHER INFORMATION:

This Position is subject to Department of Defense Priority Placement Program.

This announcement may be used to fill additional vacancies.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Initial tour of duty is **36** months. Family members are tied to the sponsor's tour.

In the overseas areas, access for civilian employees and their families to military medical and dental treatment facilities is on a space-available and reimbursable basis only. Medical care may be provided by host nation providers. The availability and level of care at host nation medical facilities will vary by location. Movement overseas may require you to initiate a change in your health benefits plan to ensure coverage.

The Department of the Navy uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify.

Important Information For Applicants With Family Members With Special Medical or Educational Needs:

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Fam_Members_Special_Medical_Educational_Needs.pdf

Federal Annuitant Information:

The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/FedCivAnnuitants.pdf>

Veterans Recruitment Appointment (VRA) eligibles

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/vra_Eligible.pdf

Overseas Military Spouse Preference (MSP):

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Overseas_Mil_Spouse_Appt_Eligible.pdf

Overseas Family Member Preference:

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Overseas_Fam_Member_Pref_Eligible.pdf

Veteran's Preference Information:

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Vet_%20Preference_Statement.pdf

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package which includes:

- Complete Resume.
- Other supporting documentation as required. Please see the "*REQUIRED DOCUMENTS*" section to determine if there are other documents you are required to submit.

Please follow all instructions carefully as missing application information will not be requested. Errors or omissions may affect your rating and/or appointment eligibility.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you submit with your application will not be returned. Extraneous material will be removed and destroyed. Submit only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

Application packages may be submitted by mail or dropped off at the HRO Customer Service Desk at Building 1 (1st Floor):

Civilian Human Resources Office
Attn: Staffing
PSC 561 BOX 1886
FPO AP 96310

It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications.

******Emailed or faxed applications will not be accepted. All unsolicited documents will be discarded******

The documents you are required to submit vary based on what authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following link to see if there are any documents you need to provide: http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicantChecklist_Merit.pdf

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and your supporting documentation to determine your level of knowledge, skill, and ability, related to the job requirements.

Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

Failure to submit a complete application package (Current resume, Applicant Questionnaire (MCAS IWAKUNI CHRO, Rev Dec 08), Military Spouse Preference Program, Preference Entitlement Survey, Declaration of Federal Employment (Of-306) and applicable required documents, as noted below) may result in an ineligible rating and loss of consideration. Be sure to read and follow the instructions carefully, as missing application information will not be requested.

REQUIRED DOCUMENTS:

RESUME showing relevant experience (cover letter optional). Your resume must include the following: Your First and Last Name, Current address, Current email address, Current phone number, Where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Month/Year), hours per week & salary. If you are a current Federal employee or previous Federal employees provide your pay plan, series and grade level i.e. GS-0201-09.

APPLICANT QUESTIONNAIRE (MCAS IWAKUNI CHRO, Rev Dec 08) – The applicant questionnaire form must be completed, signed and submitted with your application package:

<http://www.mcasiwakuni.marines.mil/Portals/112/Docs/chro/va-en/VA-ApplicantQuestionnaire.pdf>

DECLARATION OF FEDERAL EMPLOYMENT (OF-306) – The OF-306 must be completed, signed and submitted with your application package: http://www.opm.gov/Forms/pdf_fill/of0306.pdf

DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE? Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application package.

ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE? You must provide a copy of your last or most recent SF-50, "Notice of Personnel Action." DOD employees can access their SF-50 at: [My Biz](#).

For additional information, click here:

Current Perm DOD Federal Civilian Employee:

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Current_Perm_DOD_Civ_Emp.pdf

OR

Reinstatement Eligible:

http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Reinstatement_Eligible.pdf

ARE YOU CLAIMING MILITARY SPOUSE OR FAMILY MEMBER PREFERENCE? The Preference Entitlement Survey form must be completed, signed and include all applicable supporting documents (sponsor PCS orders and if dependent name is not on the orders Area Entry Clearance with dependent name) as noted with your application package. If you are a Military Spouse, you signed the Military Spouse Preference Program fact sheet and attached with your resume:

<http://www.mcasiwakuni.marines.mil/Organizations/Station/CHRO/JobforAmericans.aspx>

For additional information, click here: Overseas Military Spouse Preference

<http://www.dtic.mil/whs/directives/corres/pdf/140025v315.pdf> or Overseas Family Member Preference <http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1232.pdf>

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE? You must submit a copy of your college transcript or an appropriate course listing. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

ARE YOU A VETERAN or CLAIMING 5-POINT VETERANS' PREFERENCE? Veterans' must provide legible copy/copies of the following:

- ☐ DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD-214, "Certificate of Release or Discharge from Active Duty," is preferable.

Or

- ☐ Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, the date of expected discharge and anticipated character of service (Honorable, General, etc.). Veterans must provide their DD-214 once they receive it upon separation.

ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE? Disabled veterans, veterans, widows, spouses or the mother of a veteran who are eligible for 10-point veterans' preference must provide legible copies of the following:

- ☐ Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference. To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf.
- ☐ Applicable supporting documents (i.e. letter from VA) as noted on Standard Form-15 (SF-15).
- ☐ DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.), member 4 copy of the DD-214 is preferable or a Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

Additional Veteran's information:

- ☐ To obtain a copy of your DD-214 from the National Archives website:
 - o <http://www.archives.gov/veterans/military-service-records>
- ☐ If you are not sure of your preference eligibility, visit the Department of Labor's website:
 - o Veterans' Preference Advisor:
<http://www.dol.gov/elaws/vets/vetpref/mservice.htm>
- ☐ For more veterans' preference information click here:
 - o Veterans' Preference Information
<http://www.fedshirevets.gov/job/vetpref/index.aspx>
- ☐ For more veteran's information on veteran's appointing authorities click here:
 - o Veteran's Employment Opportunities Act (VEOA)
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/VEOA_Eligible.pdf
 - o Veteran's Recruitment Act (VRA)
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/VRA_Eligible.pdf
 - o 30% or More Disabled Veterans
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/30_or_%20More_Disabled_Vet.pdf

IMPORTANT NOTES:

*Military spouses within 30 days of PCSing to Iwakuni may mail their applications to the address in the announcement. It is the responsibility of the military spouse to notify CHRO upon arrival to Iwakuni and must provide all information concerning positions for which they have applied to (e.g., announcement numbers, contact telephone number, PSC address, etc.). Failure to do so may result in ineligible rating or adversely affect your rating/ranking.

*Applications must be received or postmarked on or before the closing date specified in the vacancy announcement. Applications will not be accepted from applicants after the closing date.

*CHRO will not accept any applications that are faxed, emailed, or postage-paid government envelopes or guard mail. Applications received using any of the above mentioned methods will be destroyed and will not be considered.

*Requests for reconsideration will not be made for applicants who fail to submit a complete application package.

*Requests for Reasonable Accommodations must be received before the Job Opportunity Announcement closes to be considered for this job opening. Decisions on requests for Reasonable Accommodations are made on a case-by-case basis by notifying the Civilian Human Resources Office, Marine Corps Air Station Iwakuni, DSN 315-253-6828 or Commercial 011-81-827-79-6828.

*Selection is to be made without discrimination for any non-merit reason such as race color, religion, sex, national origin, lawful political affiliation, marital status, physical handicap, age, sexual orientation, use of genetic information as part of Genetic Information Non-discrimination Act (GINA), or membership or non-membership in an employee organization.

* Active-duty military members must be immediately appointable from the date of selection. Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD) must be submitted with the resume. The Statement of Service/Proof of Service must provide all dates of service, the date of expected discharge and anticipated character of service (Honorable, General, etc.). Veterans should provide their DD-214 once they receive it upon separation. Veteran preference is not applicable until the military member has received an honorable or general discharge and has received a DD-214.

AN EQUAL OPPORTUNITY EMPLOYER